



Logbook Instructions for AGNP

NURS 755, NURS 757, and NURS 768

Rev. 6/23/2020

Grab the latest version of this guide at
www.hunter.cuny.edu/nursing/current-students/inplace



Hunter-Bellevue School of Nursing

Quick Start



NOTE: For assistance with other topics and general documentation, download the [InPlace Student User Guide](#).

- 1 Login to InPlace using the **top button**, 'Login with Hunter NetID'

<https://huntercollege-us.inplacesoftware.com>

NetID Help: www.hunter.cuny.edu/it/help-docs/the-hunter-netid

- 2 Click *Confirmed* on the navigation menu to view your clinical placements, then click on a placement site to view its details.

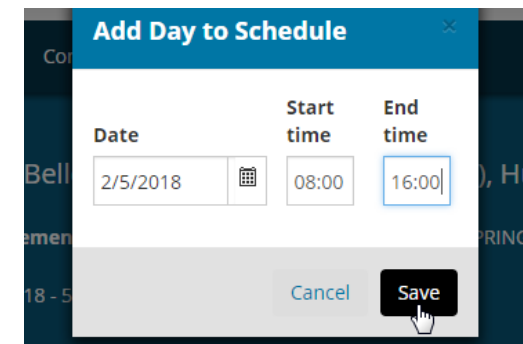
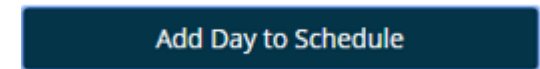
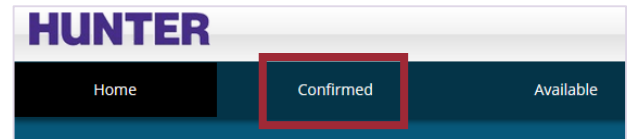
- 3 Review the *Details* page to confirm that your **seminar instructor**, **preceptor**, and **preceptor's email address** are all listed and correct.

- 4 From the *Schedule* tab, click the 'Add Day to Schedule' button.

- 5 Add a new shift to your schedule using **24-hour format** for your start and end times (e.g., 6 PM is 18:00). Click *Save*.

Note: Entries cannot be logged or submitted for a future shift until the date arrives.

- 6 Open the logbook for that shift by clicking on the book icon in the Action column (shown on far-right):



	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
	1/19/2020	Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs	08:00 - 17:30			No			

1 - 1 of 1 items

Confirm Your Attendance for a Shift

Confirm your attendance by entering your *Actual Start* and *Actual End* times for the day (detailed in [Student Guide](#)). All times must be entered in a **24-hour format** (e.g., 6pm is 18:00), or click the Clock icon to open a time selector pop-up window. After completing this information, the *Attended Hours* field will calculate the total hours attended and a logbook form for documenting your patient encounters will appear underneath.

The screenshot shows the InPlace app interface. On the left sidebar, the user is identified as SM Student SM-Student (Admin_demo_PMHNP) at Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs, on Jan 19, 2020, for a shift from 08:00 - 17:30. The main area is titled "Timesheet" and shows "Start Time" as 08:00 and "End Time" as 18:30. A comment field contains the text "Stayed an additional hour with preceptor." A callout box with an orange border and arrow points to this comment field, containing the text: "This comment field is not for clinical notes. Please use it only for timesheet comments (make-up day, preceptor was out, agency-wide training, etc.)". Below the comment field is a "Documents (0)" section and a highlighted "Attended Hours : 10:30 hrs, Sunday" field.

A close-up of the time selector pop-up window. It shows a circular clock face with a blue vertical bar on the left displaying the selected time "07:30". A hand cursor is pointing at the 30-minute mark on the clock face. The background shows the "Start Time" field with a clock icon and the "Comment" field. A callout box with an orange border and arrow points to the clock icon, containing the text: "Clicking on the Clock icon next to the Start and End Time fields reveals a time selector pop-up window."

Logbook Sessions (Patient Encounters)

A logbook entry is divided into *Sessions*. One session should be used to document **one** patient encounter. Sessions are a “snapshot” of your clinical day—you are not required to log every patient seen. Refer to your course syllabus or contact your instructor to determine how many sessions (patient encounters) should be logged for each clinical day.

The screenshot displays the InPlace logbook interface. On the left sidebar, the user information is shown: SM Student SM-Student, Admin_demo NURS 00000 1P01 PRA, 2019 SU - 2019 SUMMER TERM (5/29/2019 to 8/20/2019). The location is Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs, and the date is Jan 5, 2020. The time range is 09:00 - 18:00, and the status is Draft. The total time is 00:35 hrs. A session entry for 'Session 1 - JD' is highlighted in blue, showing a duration of 00:35 hrs.

The main content area shows a blue header with a menu icon and a back arrow labeled '← LEAVE LOG BOOK'. Below this is a 'Documents (0)' button and 'Attended Hours : 09:30 hrs, Sunday'. The session title 'Session 1 - JD' is highlighted in yellow, with a callout box pointing to it that says: 'Add the patient's initials after the session number to make it more meaningful (e.g. "Session 1 - JD")'. Below the session title is a progress indicator '14 / 20'. The '1 Activity' section shows a table with columns for Activity Category, Activity, and Additional Comments. The first row is 'Time with Patient', 'Independence 25 - 50 %', and 'Additional Com'. A '+ Add Activity' button is at the bottom.

As you add more sessions to a logbook entry, sidebar menu to navigate between them.

Time with Patient

Under **Activities**, log how much time was spent and your level of independence interacting with the patient (compared to that of your preceptor).

Session 1 - JD

1 Activity

Other Clinical Time

Time with Patient

Additional Comment

Activity Time 00:00 hrs

Total Time: 00:00 hrs

1 Click the 'Activity Category' column and select **Time with Patient**

1 Activity

Activity Category

Time with Patient

+ Add Activity

Independence 0 - 25 %

Independence 25 - 50 %

Independence 50 - 75 %

Independence 75+ %

N/A (Explain in comments)

Additional Comment

1 In the 'Activity' column, choose the best option to rate your level of independence in interacting with the patient relative to that of your preceptor. If you saw no patients that day, select *N/A (Explain in comments)*.

Time with Patient

Logging **Activities (Time with Patient)**, continued:

1 Activity

3 Enter the time spent with this patient using an **HH:MM** format. For example, fifteen minutes would be 00:15.

Activity Category: Time with Patient | Activity: Independence 0 - 25 % | Additional Comment: | Activity Time: 00:15 hrs | Total Time: 00:00 hrs

4 You can elaborate on your responses using the Additional Comments field if needed (optional).

Total Time: 00:35 hrs

Session 1 - JD	00:15 hrs
Session 2 - BS	00:20 hrs

Session 1 - JD

1 Activity

Activity Category: Time with Patient | Activity: Independence 0 - 25 % | Additional Comment: Preceptor took the lead | Activity Time: 00:15 hrs | Total Time: 00:15 hrs

+ Add Activity

The side panel will display the Activity Times spent in each session as well as a total for the day.

Patient Demographics

After completing the **Activity (Time with Patient)** section, continue to **Patient Demographics** to enter the patient's age (in years), age group, gender, insurance type, and racial background. Add supporting comments as needed.

2 Patient Demographics

1	Age (in years)	23	Supporting Comment
2	Age Group	Adults (age 18-64)	Supporting Comment
3	Gender	Male	Supporting Comment
4	Insurance	No Insurance	Supporting Comment Patient is in the process of applying for Medicaid
5	Race		Supporting Comment

Sample Patient Demographics with all fields completed. Not completing all demographics fields may result in a points deduction and/or in your entry being returned to you for revision.

2 Patient Demographics

Age (in years)	23
Age Group	Adults (age 18-64)
Gender	Male
Insurance	No Insurance
Race	Hispanic

Clinical Information

Continue to the next section, **Clinical Information**, to record the patient's chief complaint, reason for visit, social problems addressed, current medications and supplements, screenings performed or ordered, and the type of decision making (complexity) of the visit. Add supporting comments as needed.

3 Clinical Information

1. Chief Complaint

"I've had nausea for 2 weeks."

Supporting Comment

2. Reason for Visit

Episodic

Supporting Comment

3. Social Problems Addressed

Nutrition/Exercise, Sanitation/Hygiene

Supporting Comment

4. Current Medication(s), including class of medication

4b. Over-the-Counter (OTC)/Supplements

5. Screening(s) Performed or Ordered (Describe)

6. Type of Decision Making (CPT Evaluation and Management)

- 1 Chief Complaint** (short text entry). In the first field, enter the patient's chief complaint in quotes.
- 2 Reason for Visit** (dropdown menu): select from Episodic, ER/ED Visit, Initial Visit, Follow-up, etc. Some visit types may not be applicable to your agency setting.
- 3 Social Problems Addressed** (checklist): select as many options shown here as necessary. Use Supporting Comments field to provide more details as needed.

Clinical Information

Clinical Information, continued:

4. Current Medication(s), including class of medication		
None	Supporting Comment	
4b. Over-the-Counter (OTC)/Supplements		
None	Supporting Comment	
5. Screening(s) Performed or Ordered (Describe in comments)		
Alcohol Use, Drug Use, Smoking/Tobacco Use	Supporting Comment	
6. Type of Decision Making (CPT Evaluation and Management Code)		
CPT ending in 1-2 (Straightforward)	Supporting Comment	

4 Medications (text entry): briefly list any current medications that may be relevant to this visit, including the class of medication. If the patient is not taking any medications, write “None”.

Box 4b: briefly list any current Over-the-Counter (OTC) medications/supplements that may be relevant to this visit or interact with other medications. If no OTC/Supplements, write “None”.

5 Screenings Performed or Ordered: select if preventative screenings were performed or ordered, and indicate which screenings were used in the Supporting Comments area.

6 Type of Decision Making (dropdown menu): CPT Code Equivalent; select from Straightforward; Low, Moderate, or High Complexity.

ICD and CPT Codes

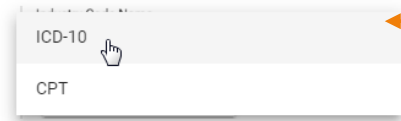
The **ICD/CPT Codes** section provides a directory of ICD-10 diagnostic and CPT procedure codes to help classify the diagnoses, symptoms, and procedures observed or performed during the visit. The CPT directory is limited to the top 500 most-used codes.

4 Industry code



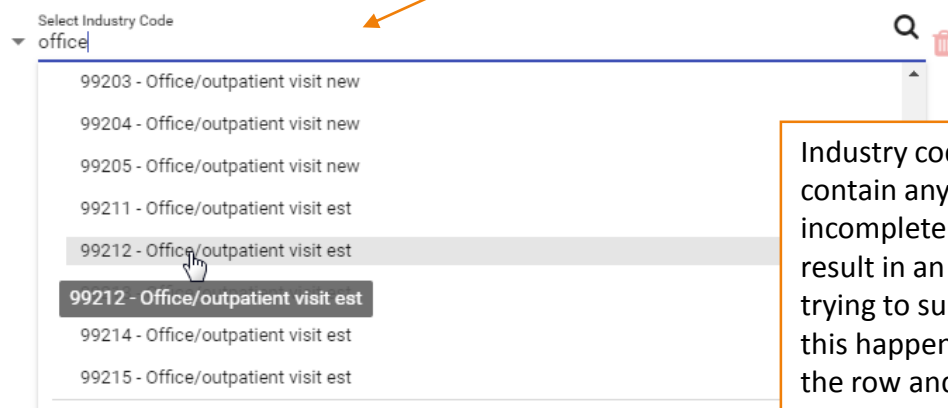
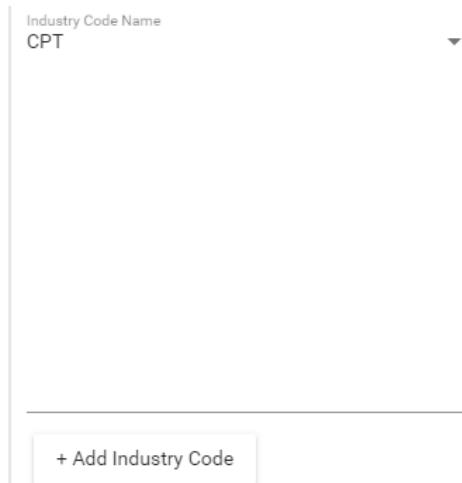
1 Click + **Add Industry Code** to add a row.

4 Industry code



2 Select either CPT or ICD-10 from the dropdown menu to view the list of available codes and descriptions in the next column.

4 Industry code



3 As you type in a code, a list of suggested codes will appear underneath.

Industry codes cannot contain any empty or incomplete rows, or it will result in an error when trying to submit the entry. If this happens, hover over the row and click on the Trash icon to delete it.

Session Notes

Use section 5, **Session Notes**, to provide other information not covered elsewhere, such as a history or treatment plan. Consult with your instructor for specific requirements.

5 Session Notes

Write notes
62-year old female with PMH of HLD, GERD, HTN, CHF, DM2, reports a

Assessment & Comments

1 Supervisor Assessment

2 Comments

This Comments area applies to the entire entry, not an individual session (Do not confuse it with section 5, Session Notes).

Student Comment

Supervisor Comment

Placement Coordinator Comment

0 / 600

Reset Copy Session Add Session Log Book day Save Submit

Comments Area and Submission Buttons

The bottom of the logbook allows you to add a comment for the entire day's entry (optional) and includes buttons to Add a Session, Delete a Session (or entire day if only one session exists), Save (as a draft), Submit, Withdraw (if submitted), or Revise (if marked 'Revise' by your instructor).

When approving and/or finalizing your logbook, your instructor will provide feedback and assess the overall quality of your entry (*Excellent, Good, or Fair*) here.

Assessment & Comments

1 Supervisor Assessment

2 Comments

Student Comment

0 / 600

Supervisor Comment

0 / 600

Placement Coordinator Comment

0 / 600

↶ Reset

📄 Copy Session

⊕ Add Session

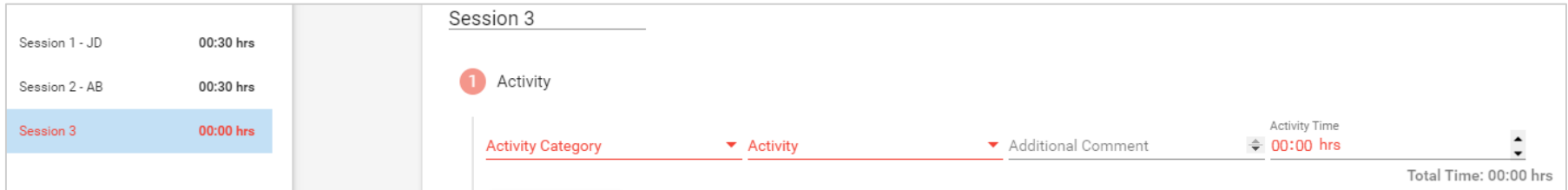
🗑️ Log Book day

💾 Save

➤ Submit

Add or Copy a Session

To add a session (i.e., patient encounter), click the **+Add Session** button at the bottom of the entry. A new session will appear under your existing sessions in the side panel, where you can navigate between them.



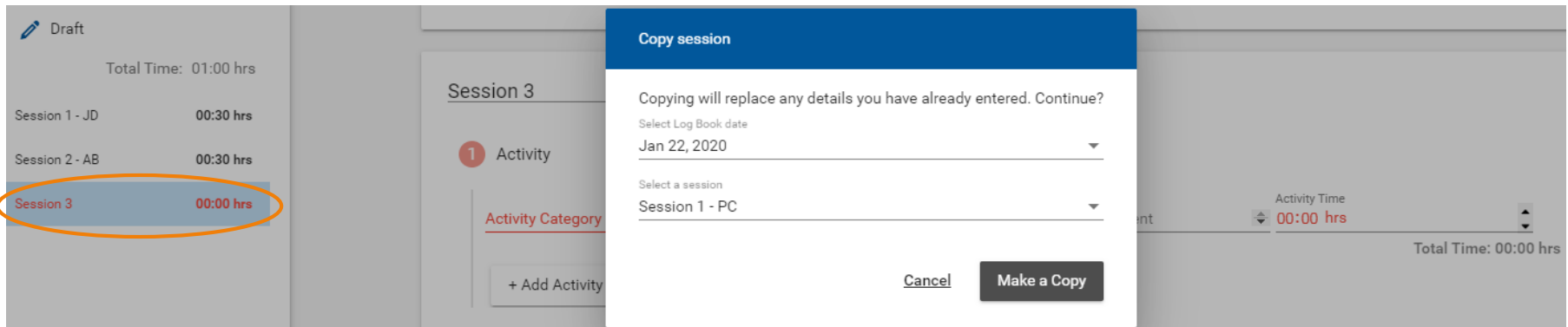
The screenshot shows a user interface for managing sessions. On the left, a list of sessions is displayed:

Session ID	Duration
Session 1 - JD	00:30 hrs
Session 2 - AB	00:30 hrs
Session 3	00:00 hrs

Session 3 is highlighted in blue. On the right, the details for Session 3 are shown. It includes a red circle with the number '1' and the text 'Activity'. Below this, there are fields for 'Activity Category' (with a dropdown arrow), 'Activity' (with a dropdown arrow), and 'Additional Comment'. To the right of these fields is a field for 'Activity Time' set to '00:00 hrs' with a dropdown arrow. At the bottom right, the 'Total Time' is shown as '00:00 hrs'.

You can also copy data from a past session into a selected session, which overwrites the data in the current/selected session with data from the old one. Select which session you wish to overwrite (or add a new one), then click **Copy Session**. Choose the date and session you would like to copy in the pop-up window, then click 'Make a Copy'.

Copied sessions **overwrite the selected session you are viewing** (highlighted in the side panel), so make sure you have selected a new [empty] one before confirming the copy.



The screenshot shows the same session management interface as before, but with a 'Copy session' pop-up dialog box overlaid. The dialog box has a blue header and contains the following text:

Copying will replace any details you have already entered. Continue?

Select Log Book date
Jan 22, 2020

Select a session
Session 1 - PC

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Make a Copy'. In the background, the session list on the left is visible, and Session 3 is highlighted with an orange oval.

Logbook Submission Statuses

The Schedule tab lists all logbook submissions and their approval statuses:

- DRAFT – Not yet submitted
- SUBMITTED – Awaiting approval by supervisor (i.e., seminar instructor)
- APPROVED – Approved by supervisor; awaiting final review by primary instructor/program coordinator
- FINALIZED – Approved by supervisor *and* primary instructor/program coordinator
- REVISE – Revise and resubmit for approval (appears in your 'To Do' list on the home page)

Details Schedule Docs Assessment Carpool

Attendance summary

50%

○ 4 required ● 2 completed

	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
●	2/2/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:30 - 16:30	7.5		No		FINALISED	
●	2/4/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 18:00	9		No		FINALISED	
●	2/7/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 17:00	8		No		DRAFT	
●	2/8/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 18:00	9		No		REVISE	

1 - 4 of 4 items

Add Day to Schedule

Keep an eye on the **Status** column in case a submitted log requires revision. These will be marked **REVISE** and will also appear in your **To Do** list on the home page:



Please revise your log book Hunter-Bellevue School of Nursing (HBSON), Hunter College Placement. - Submitted on: 2/8/2018



Withdraw a Submitted Logbook

When you submit a logbook, its status in the side panel changes to *Submitted*.

If you need to make revisions, open the submitted logbook and click the **Withdraw** button at the bottom. Logs can only be withdrawn if they have not yet been *Approved*. Once approved, no further edits can be made until your seminar or primary instructor changes the status to *Revise*.

The screenshot displays the InPlace interface for a submitted logbook. The left sidebar shows the user's profile and session details, including the status 'Submitted' highlighted in yellow. The main content area shows the 'Timesheet' section with start and end times (08:00 to 19:00) and a 'Comment' field. Below the timesheet, there is a 'Documents (0)' section and 'Attended Hours : 11:00 hrs, Monday'. The 'Session 1' section is active, showing a table of activities. The 'Withdraw' button is located at the bottom right of the interface.

InPlace

SM Student SM-Student
Admin_demo NURS 00000 1P01 PRA
2019 SU - 2019 SUMMER TERM
(5/29/2019 to 8/20/2019)

Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs

Jan 27, 2020

08:00 - 19:00

Submitted

Total Time: 00:20 hrs

Session 1 00:20 hrs

← LEAVE LOG BOOK sm-student Saved 20:35

Timesheet

Start Time	End Time
08:00	19:00

Comment

Absent

Documents (0)

Attended Hours : 11:00 hrs, Monday

Session 1

- Activity

Activity Category	Activity	Additional Comment	Activity Time
Time with Patient	Independence 25 - 50 %		00:20 hrs

Total Time: 00:20 hrs

- Patient Demographics

Withdraw

Review Approved Logs for Feedback

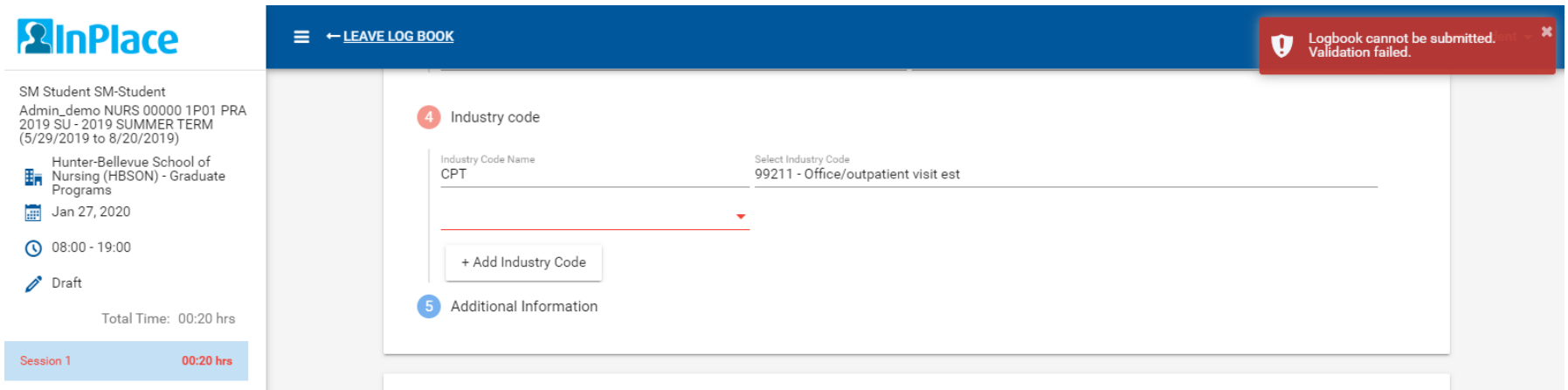
Be sure to open your *Approved* entries to review the feedback provided by your seminar instructor in the Supervisor Comments area.

The amount of feedback you receive may vary from week to week, but your entries should be reviewed and approved on a regular basis throughout your placement.

The screenshot displays the InPlace LEAVE LOG BOOK interface. The top navigation bar is blue with the InPlace logo on the left, a menu icon and '← LEAVE LOG BOOK' in the center, and 'sm-student' with a dropdown arrow on the right. The left sidebar contains user information: 'SM Student SM-Student', 'Admin_demo NURS 00000 1P01 PRA 2019 SU - 2019 SUMMER TERM (5/29/2019 to 8/20/2019)', 'Hunter-Bellevue School of Nursing (HBSO) - Graduate Programs', 'Jan 27, 2020', '08:00 - 19:00', a yellow 'Approved' button with a thumbs-up icon, and 'Total Time: 00:20 hrs'. Below this is a table with one row: 'Session 1' and '00:20 hrs'. The main content area shows a log entry with the text 'Pt scheduled a follow'. Below this is the 'Assessment & Comments' section, which includes: '1 Supervisor Assessment' with a 'Good' status; '2 Comments' with three text input fields. The first field is labeled 'Student Comment' and has a character count of '0 / 600'. The second field is labeled 'Supervisor Comment' and contains the text 'Medications should be more specific, including the classes. Excellent job otherwise -JD' with a character count of '87 / 600'. The third field is labeled 'Placement Coordinator Comment' and has a character count of '0 / 600'.

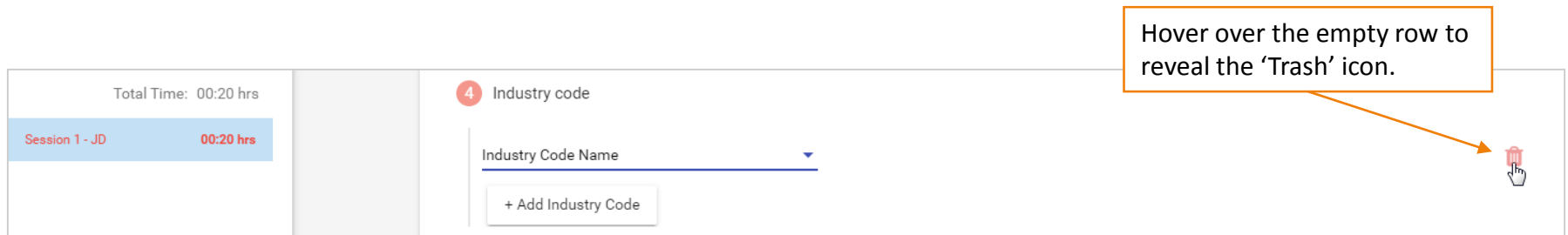
Logbook Submission Errors

Leaving empty rows in the **Activity (Time with Patient)** table or the **Industry Code** section will result in an error when trying to submit your entry. Be sure to delete all empty rows before submitting.



The screenshot shows the InPlace logbook interface. On the left, a sidebar displays user information: SM Student SM-Student, Admin_demo NURS 00000 1P01 PRA, 2019 SU - 2019 SUMMER TERM (5/29/2019 to 8/20/2019), Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs, Jan 27, 2020, 08:00 - 19:00, and Draft status. The main area shows a form for 'Industry code' with a dropdown menu containing 'CPT' and '99211 - Office/outpatient visit est'. A red error message at the top right states 'Logbook cannot be submitted. Validation failed.' The session list on the left shows 'Session 1' with a duration of '00:20 hrs' in red text.

A session with a validation issue (error) will be listed in the side panel in red. The session will turn black when the error is resolved, indicating the entry can be submitted successfully.

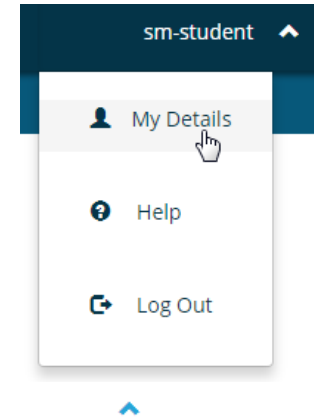


The screenshot shows the InPlace logbook interface with a session listed in the side panel. The session is highlighted in red, indicating a validation issue. The session name is 'Session 1 - JD' and the duration is '00:20 hrs'. The main area shows the 'Industry code' section with a dropdown menu containing 'Industry Code Name' and a '+ Add Industry Code' button. A callout box with an orange border points to a trash icon in the bottom right corner of the main area, with the text 'Hover over the empty row to reveal the 'Trash' icon.'

Submitting Documents (File Upload)

Your course may also require comprehensive patient assessments and episodic/SOAP notes to be submitted as document uploads *in addition* to logging patient encounters in your logbook.

To submit written assignments, click your **username** from the navigation bar, then select **My Details**. Scroll down to find the file upload fields for your course.



NURS 755 (PC1) Assignments

N755 Comprehensive Note 1 (Patient Case Write-up)

N755 Comprehensive Note 1

No



N755 Comprehensive Note 1 Supplement 1

No



N755 Comprehensive Note 1 Supplement 2

No



N755 Comprehensive Note 1 Supplement 3

No



N755 Comprehensive Note 1 (Instructor feedback)

No



Submitting Documents (File Upload)

1. Click the plus sign (+) on the top-right of the submission field to expand the form.
2. Check the box to confirm that the submission is your own work (Field will change to “Yes”).
3. Add a comment to describe the assignment (optional).
4. Select or drag the file to be uploaded.
5. Click **Submit** when done.

The screenshot shows a form titled "PC2 Comprehensive note 1 upload" with a minus sign and a circled "1" in the top right corner. Below the title is a "Yes" label and a speech bubble icon. A circled "2" points to a checked checkbox with the text "I acknowledge the attached uploaded document is my own work for PC2 comprehensive note 1". A circled "3" points to a "Comments" section with a text input field containing "First comprehensive patient note from 2/13/18 shift.". A circled "4" points to an "Attachment" section with a dashed border and the text "Select or drag a file". A circled "5" points to the bottom of the form, which contains a "Submit" button, a "Cancel" button with an 'x' icon, and a "Reset" link.

PC2 Comprehensive note 1 upload 1 -

Yes

2 I acknowledge the attached uploaded document is my own work for PC2 comprehensive note 1

3 Comments

First comprehensive patient note from 2/13/18 shift.

4 Attachment



Select or drag a file

5 [Reset](#)

Submitting Documents (File Upload)

A completed assignment upload field will show a **Yes** to indicate that the checkbox was ticked, a speech bubble icon to indicate that a comment was included, and a paper clip icon to indicate that an attachment was uploaded.

PC2 Comprehensive note 1 upload —


Yes  

I acknowledge the attached uploaded document is my own work for PC2 comprehensive note 1

Comments

First comprehensive patient note from 2/13/18 shift.

Attachment

 Select or drag a file

[Reset](#)



Submitting Documents (File Upload)

Each assignment has a corresponding field under it for instructors to return your assignment with their revisions and feedback included in the document.

- Check your **My Details** page for graded assignments returned to you by your instructor.

Download the attachment to review your instructor's comments and markup in the document.

PC2 Comprehensive Note 1 (Instructor feedback) -

Yes  

Instructor feedback provided for PC2 Comprehensive Note 1

Comments

Here is my feedback on your first note submission. Good job.

[✕Cancel](#) [Reset](#)